

WEBER SCHOOL DISTRICT PURCHASING PROCEDURES

I. PURPOSE

These procedures are designed to facilitate adherence to the Weber School District Policies adopted in November 1979 and updated to comply with subsequent legislative changes through March, 2002 by the Weber School District Board of Education. Both the policies and procedures have been adopted to enable the school district to purchase, establish contracts and generally carry on its procurement functions in a manner that deals equitably with all vendors and provides for efficient management and proper expenditure of public monies.

II. SCOPE

- A. These procedures apply to all purchases made by the district or any of its subdivisions; i.e. schools, departments, programs, etc. The procedures apply regardless of the source of money to be expended, including but not restricted to:
 - i. Tax money
 - ii. State and federal grants
 - iii. Donations
- B. These procedures apply to all purchases of supplies, equipment, materials and services. Refer to the Procurement Policy for construction and property procedures, or for any definitions or greater detail than provided in this Procedure.

III. PROGRAM SECURITY

On-line access in IFAS including Purchasing, Stores Inventory, Receiving, Budget, Requisition Approval, etc. is based on the security that has been built into the system. The security system is set up by Location and Program and in some cases the object code using the following guidelines:

- A. Approval for access to a location and program is made in writing using a Security Form by the administrator of a location and program and submitted to the Assistant Business Administrator who will review and approve the information and forward it to the IT Department for security set-up. No other means of access will be acceptable.
- B. Schools and departments will only have access to information regarding their location/department/program. If a department number has not been assigned to you, please contact purchasing.

- C. Requisition approval is the responsibility of the administrator in charge of the location/department/program. It is not the responsibility of the secretary. If an administrator is not available for an extended period of time, a temporary alternate can be appointed by the administrator to approve requisitions. However, when the administrator returns, requisition approval will continue with the administrator. A memo to the IFAS Trainer/Finance Support person is required to indicate a specific time period that the administrator will be unavailable and specifying who the alternate will be. The IFAS Trainer/Support person will assign a temporary code for the alternate to be used during that time period.
- D. Requisition approval must be made on a daily basis at all levels – i.e. School, Director and Superintendent level (for purchases over \$50,000). The Purchasing Department is not responsible for approving your requisitions by over-riding them. Purchasing has the authority to do this, but as a financial check and balance, this should be done only in an emergency situation. Delays in these approvals are unacceptable.

IV. REQUISITIONS

The District Warehouse is your first source in ordering instructional, custodial and child nutrition items.

- A. Stores Inventory Order Entry – The district maintains an inventory at our BDO Warehouse of commonly used supply items. The Warehouse Item Listing contains all supplies available. As new items become available, Purchasing will update the listing. Schools or departments may recommend in writing additional items they would like warehoused. The Purchasing Department will review the requests to determine if the item would have wide-spread use, and if there would be significant benefit to add the item. If turnover of a particular item is not sufficient to warrant warehousing, it will be discontinued. An Instruction Supply Committee and a Custodial Committee will meet with Purchasing each year to assist in reviewing products in the warehouse and the quality of those products.

Warehouse items are to be ordered on-line by schools and departments through the Stores Inventory (SIOEUB). Please refer to the IFAS Training Manual. Only those persons with authorized security may access the Stores Inventory system.

- B. School Purchase Requisitions

- i. Schools are authorized to make purchases from funds generated at their schools under \$15,000. The principal shall approve such purchases and insure that adequate and reasonable competition exists.
- ii. Schools must follow the bidding requirements for District purchases. Refer to Section V for guidelines.

C. District Purchase Requisitions.

- i. To request the purchase of non-warehouse items, the order is entered on the computer at your location through the IFAS POUPPR screen. Please see the IFAS Training Manual to help you through the process.
- ii. The following transactions will be handled through the Requisition Process and funds will be encumbered.
 1. Standard Purchase Orders
 2. Blanket Purchase Orders
 3. Small Purchase Orders (District Office Use Only)
 4. Expenses such as mileage, per diem, reimbursements
- iii. Procurement Paper Flow (Copies)
 1. Buff copy, (original copy of the Purchase Order) will be mailed to the vendor.
 2. No copies will be sent to departments or schools unless specifically approved by the District Purchasing Department and then in only specific types of purchases.
 3. All communication including receiving shall be made via the IFAS Program.

D. Other Purchases

Purchases made through any means, other than those described above, shall be authorized by the Purchasing Agent. Anyone violating this procedure may be subject to disciplinary action.

E. Procurement Card

F. Changes to Purchase Orders

Changes made on any purchase order or contract, including encumbrance changes, will be made only by the Purchasing Department. The Purchasing Department will be responsible for notifying Accounts Payable of these changes.

V. BIDDING REQUIREMENTS AND PURCHASE LIMITS

A. School District Policy, as well as Utah State Law, imposes particular requirements for the different dollar amounts of purchases.

B. Splitting or artificially dividing orders to meet a lower price requirement is prohibited.

C. Purchasing limits are as follows:

i. Purchase of items costing less than \$500

1. Obtain one (1) quotation confirming price

ii. Purchase of items costing over \$500 and less than \$2000

1. Obtain three telephone quotes

2. Maintain a record of quotations for five (5) years to include the following:

a. Name of Company invited to quote

b. Name of person making the quotation for the company

c. Date quote was obtained

d. Price

e. Use the "Telephone Quote Form" to record the above information.

iii. Purchase of items costing over \$2,000 and less than \$15,000

1. Obtain three written quotations

2. Use "Written Quotation" form

3. Maintain documentation of quotation for five (5) years

OR

4. Submit specifications to the District Purchasing Department for written quotation

iv. Purchase of items costing over \$15,000 shall be formally bid

1. Submit specifications to the District Purchasing Department for formal bid process

2. All purchases in excess of \$15,000 shall be formally bid in accordance with the Utah Procurement Code.

3. Must have Board of Education approval

v. Construction in Schools

1. Any and all construction performed in the schools must be approved by the Assistant Superintendent of Schools responsible for Building and Grounds before work is started.

D. Formal Bid Procedures

i. Specification Development

Specifications for formal bidding shall be drafted by the school, department, appropriate director or supervisor and submitted to the

Purchasing Department. Specifications shall be drafted following the Utah Procurement Code with the objective of clearly describing the requirements and encouraging competition.

- ii. All purchases in excess of \$15,000 shall be formally bid in accordance with the Utah Procurement Code. Those purchases in excess of \$20,000 shall be formally bid with public notice given in accordance with the Utah Procurement Code and District Policies and Procedures. All solicitations and advertisements to bid shall be issued from the Purchasing Department. The Purchasing Department shall coordinate the receipt, opening, review and award of all bids.

- iii. Bid Files

- 1. Prospective Bidder File

- The Purchasing Department shall maintain a list of prospective vendors for the various categories of products and services purchased by the district. This list shall incorporate those who request to receive bids as well as those added through the Purchasing Department's effort to solicit all available sources. All schools or departments should refer prospective vendors to the Purchasing Department for inclusion in the bidder file.

- 2. Pending Bid File

- A file shall be maintained in the Purchasing Department of all "Invitations to Bid" currently pending.

- 3. Completed Bid File

- After the opening of bids, they become public information. A file shall be maintained retaining the bids, bid comparison sheets, other submittals, and rationale in award. These bids shall be made available for the public for a period of ninety (90) days after which time they will be archived for five (5) years.

E. Sole Source Procurement

Sole source procurement shall be used only if the goods or services are reasonably available from a single supplier. Any request that the procurement be restricted to one potential contractor or vendor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need. In cases of reasonable doubt, competition shall be solicited. The Purchasing Department shall make the determination as to whether the procurement shall be made as a sole source.

A Qualified Products List may be kept, but shall be based on results of tests or examinations conducted. Except as otherwise provided by law,

trade secrets, text data and similar information provided by the supplier will be kept confidential.

F. Emergency Purchases

An emergency is defined as a direct threat to life or safety of the public or protection of public facilities (not poor planning).

Emergency purchases shall be made following as near as possible, while still assuring that the required supplies, services, or construction items are procured in time to meet the emergency, to bidding limitation set forth by district policy and procedures.

G. Leasing and Renting

Leasing and rental agreements are negotiated by the District Office the Weber School District. Schools and departments shall not enter into such agreements independently. Equipment which is furnished for district use by outside agencies on a rental or lease basis, whether for a definite or indefinite period, will be covered by a purchase order.

H. Personal Purchases

The Purchasing Department is not authorized to make personal purchases for faculty or staff members; nor can employees buy from warehouse.

VI. RECEIVING PROCEDURES

A crucial part of the Purchasing program is receiving. Proper receiving is critical because it has direct correlation with almost every other area of the program. It will also have a major effect on how the District does business with vendors. Please refer to the IFAS Training Manual for step-by-step directions in receiving. There is no on-line receiving on Blanket or Small Purchase Orders.

A. General Guidelines

- i. Receiving will be done on-line for Standard Purchase Orders. The schools and departments will no longer receive a copy of the Purchase Order for receiving. All orders will be tracked by the schools/departments on-line through IFAS.
- ii. All schools and departments must have a designated receiving area.
- iii. Schools and departments must delegate at least two (2) people at their location to receive. Names of those individuals must be submitted to the Business Administrator's office.
- iv. Schools and departments must keep a copy of their requisitions on file. Records must be kept in one location so individuals assigned

to receive have access to them. Records must include purchase order number and backup information.

- v. During the school year, schools and departments will be required to receive on-line every day by the close of school. During the summer, receiving will be done on a weekly basis. This is not an option.

A report will be generated every morning for Accounts Payable telling them what has been received the day before so they can begin the payment process. This is the only way Accounts Payable know what has been received and it is the only way that the payment process can begin. The district schools and departments will no longer be able to have items shipped to the school during the summer and wait to receive them when they return from vacation in August.

VII. ORDER STATUS

- A. Follow-up on requisitions. It is the originator's responsibility (school and/or department) to do follow-up on their orders. Schools and departments must check their Purchase Orders weekly on-line to keep track of what they have outstanding and must make calls or write letters to find out status of orders. All information on the status of the requisition must be kept and saved in the requisition notes area of the Purchase Order. The Purchasing Department will assist schools and departments when there are problems with vendors or orders.

Purchase Orders will automatically be cancelled after ninety (90) days unless notes have been made in the PR Notes in IFAS explaining why the Purchase Order should remain open.

- B. Notice of Old Purchase Orders that are Pending
The Purchasing Department will review purchase orders every 45 days and will give one notice that action needs to be taken. At the ninety (90) day limit if no explanation is available on the PR Notes area in IFAS, the purchase order will be cancelled and the school notified of the cancellation.

VIII. PAYMENT PROCEDURES

- A. Warehouse Purchases
Payment for items received from the Weber School District Warehouse shall be deducted from the ordering location's budget.

B. District Purchases

- i. All delivered items received in good condition are to be received on-line authorizing Accounts Payable to make payment.
- ii. All original invoices shall be sent to the District Finance Office by the vendor. If a vendor leaves an invoice at a location, it is the responsibility of the location to send the invoice to the Finance office immediately.
- iii. The Accounts Payable Department will review invoices on a regular basis to insure that all invoices are paid within the terms stated on the invoice.
- iv. Accounts Payable will send a reminder notice to let the school or departments know an invoice has been received so payment can be made. If vendor charges the district a finance charge, because the school or department does not receive on-line in a timely manner, the finance charge will be taken out of the account code listed on the purchase order.

C. School Purchases – School Accounting Program

Schools shall follow the same guidelines as District payment procedures.

IX. FIXED ASSETS

The Finance Office is in the process of developing Training and Policies and Procedures for the Fixed Assets

X. SURPLUS PROPERTY

Because part of the disposal of surplus property is included in the Fixed Asset portion of IFAS, this portion of the Policies and Procedures will be developed in conjunction with the Fixed Asset component.